

City of Suffolk Department of Planning
APPLICATION FOR DETERMINATION OF SUBDIVISION



<i>PART 1- OFFICE INFORMATION: To be completed by staff</i>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Date of Completion:			

<i>PART 2- GENERAL INFORMATION: To be completed by applicant</i>	
<p><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. In accordance with Section 31-506 (b) (2) of the Unified Development Ordinance, minor subdivisions may involve the creation of not more than three (3) lots plus the residual lot, where the dedication of street easements is not involved. All other subdivisions are classified as major. Please be advised if the subject parcel has already been subdivided into three (3) lots, plus the residual lot, using a minor subdivision since March 1, 1970, no additional lots may be created. For information regarding Family Transfers, which are only permitted in the A, Agricultural, RR, Rural Residential, and RE, Rural Estate, zoning districts, please refer to Section 31-514 of the Unified Development Ordinance.</p>	
<u>Application Fee:</u> \$150.00	
Property Address: _____	Tax Map Number: _____
Account Number: _____	Zoning District: _____
Total Site Acreage: _____	

<i>PART 3- CONTACT INFORMATION: To be completed by applicant</i>	
Applicant Name(s) : _____	
Company (if applicable): _____	
Mailing Address: _____	
Email: _____	Phone: _____

PART 4- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below.

1. Provide a ***letter describing the request*** and any ***supporting documentation*** (for example: how many lot cuts remain on this property and what are the lot size requirements?). _____

2. Provide a ***full title report*** prepared within the past 6 months that includes a history of all subdivisions. _____

NOTE: The title report must be prepared by a title examiner verifying the ownership and subdivision history of the parcel being subdivided including the parent tract if the parcel being subdivided was derived from a previous tract of land. The title report shall include information dating back to before March 1, 1970.

3. Copies of subdivision plats and/or physical surveys. _____